

DATE: JULY 06, 2010

INS100065

PAGE: 1

INSURANCE PROGRAM SPECIALIST
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
ACCESS WV
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION, PERFORMS WORK AT THE ADVANCED LEVEL BY PROVIDING ASSISTANCE TO THE INSURANCE PROGRAM MANAGER OVERSEEING THE COORDINATION OF AND ASSISTANCE TO STATE AND FEDERAL HIGH RISK POOLS. COORDINATE, THROUGH PLANNING AND IMPLEMENTATION, THE DEVELOPMENT OF OUTREACH, EDUCATIONAL MATERIALS, MARKETING, AND TRAINING FOR THE GENERAL PUBLIC, PROVIDERS, AGENTS AND OTHER STAKEHOLDERS ABOUT THE HIGH RISK POOLS; WILL CONDUCT MEETINGS AND WORKSHOPS THROUGHOUT THE STATE. WILL BE RESPONSIBLE FOR: DRAFTING LEGISLATIVE RULES AND REGULATIONS, INTERPRETATION OF LAWS AND REGULATIONS, AND MONITORING CHANGES IN LAWS AND REGULATIONS AS THEY RELATE TO THE HIGH RISK POOLS. WILL BE INTIMATELY INVOLVED IN ASSISTING AND COORDINATING THE COMMISSION'S EFFORTS TOWARD FEDERAL HEALTH REFORM GENERALLY, NECESSITATING WORK WITH A MYRIAD OF STATE AND NATIONAL STAKEHOLDERS INCLUDING, BUT NOT LIMITED TO, THE DEPARTMENT OF HEALTH AND HUMAN RESOURCES AND THE NATIONAL ASSOCIATION OF INSURANCE COMMISSIONERS (NAIC). WILL BE REQUIRED TO PERFORM RESEARCH AND ANALYSIS, REGARDING HIGH RISK POOLS INCLUDING LEGAL, HEALTH POLICY, AND FINANCIAL. COORDINATE CRITICAL ANALYSIS AND DEVELOPMENT OF PROPOSALS AND POLICIES FOR EXECUTIVE CONSIDERATION. STRONG ANALYTICAL SKILLS ARE REQUIRED TO ANALYZE VARIOUS SITUATIONS AND PROBLEMS, AND DEVELOP APPROPRIATE RESPONSES. EMPLOYEE MUST HAVE THE ABILITY TO USE INDEPENDENT JUDGEMENT IN DETERMINING NECESSARY ACTION TO BE TAKEN. EXTENSIVE UNDERSTANDING OF THE ROLES OF VARIOUS STATE AND FEDERAL GOVERNMENT AGENCIES IS REQUIRED TO FULFILL RESEARCH REQUESTS. POSITION REQUIRES PROFESSIONAL INTERACTION WITH

DATE: JULY 06, 2010
INS100065
PAGE: 2

COUNTERPARTS IN STATE AND FEDERAL GOVERNMENT, AS WELL AS IN THE PRIVATE AND NONPROFIT SECTORS. DUTIES WILL INCLUDE GRANT PROPOSAL DEVELOPMENT AND GRANT ADMINISTRATION. WILL BE REQUIRED TO REPRESENT THE AGENCY ALONG WITH A DIVERSE GROUP OF STAKEHOLDERS. OTHER DUTIES WILL INCLUDE BUT ARE NOT LIMITED TO: REPORT WRITING USING A VARIETY OF SOURCES, PREPARING SPREADSHEETS, AND DEVELOPING PRESENTATIONS. SHALL BE PROFICIENT IN WORD PROCESSING AND OTHER OFFICE SOFTWARE, INCLUDING ALL MICROSOFT OFFICE PROGRAMS (WORD, EXCEL, POWERPOINT, OUTLOOK, ETC) AND WORD PERFECT SHALL HAVE GOOD COMMUNICATION SKILLS, INCLUDING BOTH VERBAL SKILLS AND GRAMMATICALLY PROFICIENT WRITING SKILLS. MUST BE ABLE TO MEET DEADLINES AND WORK EFFICIENTLY. REQUIRES TRAVEL. PREFERENCE WILL BE GIVEN TO INDIVIDUALS WITH GRANT EXPERIENCE.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.
SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED FOR THE REQUIRED TRAINING ON A YEAR-FOR-YEAR BASIS.
EXPERIENCE: THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN PROVIDING TECHNICAL OR PROGRAMMATIC ASSISTANCE TO STAFF, USERS OR PARTICIPANTS IN INSURANCE PRODUCT DEVELOPMENT, HEALTH CARE POLICY, OR MARKETING.

SALARY: PAY GRADE 015 \$31,164.00 - \$57,660.00

DEADLINE: JULY 17, 2010

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
CAMMIE WHEELER
PO BOX 50540
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER INS100065 ON APPLICATION